



**HEADQUARTERS, PACIFIC REGION, CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
Bldg 7, Hayward Air National Guard Base  
1525 W. Winton Avenue Hayward CA 94543**

1 May 2007

Policy Letter 07-01

**BUGETING PROCESS and EXPENSE REIMBURSEMENT**

This policy letter supercedes Pacific Region Policy Letter 06-01 dated 1 Nov 2006

The Region will establish an Operating Budget annually, early in September of each year. The budget will allocate funds to each Directorate for program and equipment needs, travel, lodging and other related expenses. Directors will submit a budget request form to the Chief of Staff before the end of August, to include their estimated expenditures, with justifications, for the next fiscal year, October through September. The Finance Committee will review Directorates requests and formulate the Budget based on anticipated income and reserve fund use. After approval the Budget, data will be published and distributed.

Staff members may be reimbursed for attendance at Commander's Calls, Wing conferences National Board, subordinate unit visitation and other activities as provided in the budget and approved by their Directorate.

The Commander may request a staff member to attend an activity not included in his/her budget. In this case the expenditure will be reimbursed at 100 % of authorized expenditure. In the event a Directorate requires additional funds beyond their budget allocation, they shall make such request, in writing, to the Chief of Staff. The Chief of Staff will submit said requests to the Finance Committee, which may approve such requests, contingent upon availability of funds.

**EXPENDITURES**

Use Pacific Region Form 173 to request reimbursement for expenses. Attach all receipts to the request for documentation. Reimbursement should be requested as soon as possible after incurring an expense.

Reimbursable expenses are:

- Airline Travel - - - Normally paid by the individual, then reimbursed.
- CAP Aircraft Use - - Request use in advance for possible approval.
- Lodging ----- Reimbursed for the lesser of actual expense or DOD approved rates for the area or base
- Parking and Tolls-- Reimbursement for actual expense when personal vehicles are used for official travel.
- Rental Cars - - - Reimbursed only if the host wing is unable to arrange transport  
No reimbursement will be made for optional insurance obtained from rental car provider  
The Region van is to be used whenever possible.

Personal Vehicles - -For travel to CAP functions, fuel expense will be reimbursed.

- Meals----- Normally no reimbursement will be made for meals purchased in connection with approved travel. Exceptions may be allowed for meals that are included in conference fees and where necessary for meetings with dignitaries.
- Per Diem----- Normally per diem will not be paid unless participating in activity where other CAP members are receiving per diem payment from government funding, such as Compliance Inspection or SAR eval.

Individual variances from this policy must be approved, in advance, by the Commander, Vice Commander or Chief of Staff.

This policy shall remain in effect until rescinded, superseded or incorporated into other directives, policies or regulations.

FOR THE COMMANDER

//SIGNED//

STEVEN A. UPDIKE, Lt Col, CAP  
Chief of Staff

Distribution: 1 each PCR staff member